

***ARLINGTON PUBLIC SCHOOLS***

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

***Arlington School Committee  
Curriculum Instruction Accountability and Assessment  
Friday, March 10, 2023  
11:00 AM***

*Conducted by Remote Participation <https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>*

*Topic: Arlington School Committee - Curriculum, Instruction, Assessment and Accountability Subcommittee Meeting*

*Join Zoom Meeting  
<https://us02web.zoom.us/j/89762700457>*

*Meeting ID: 897 6270 0457  
One tap mobile  
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+1 507 473 4847 US  
+1 564 217 2000 US  
+1 669 444 9171 US  
+1 669 900 6833 US (San Jose)  
+1 689 278 1000 US*

*Meeting ID: 897 6270 0457  
Find your local number: <https://us02web.zoom.us/j/kwJOqo0SE>*

*Job Descriptions*

- *Director of Research, Data and Accountability*
- *Director of Communications and Family Engagement*

*Adjournment (J. Morgan)*

*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by Jane Morgan, Chair*

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Liz Diggins at [ediggins@arlington.k12.ma.us](mailto:ediggins@arlington.k12.ma.us).



## Town of Arlington, Massachusetts

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### Meeting Location (Via Zoom)

#### Summary:

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+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

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+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

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## **Town of Arlington, Massachusetts**

**Open Meeting (J. Morgan)**



## Town of Arlington, Massachusetts

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### Job Descriptions

#### Summary:

- Director of Research, Data and Accountability
- Director of Communications and Family Engagement

#### ATTACHMENTS:

Type	File Name	Description
▣ Approval of Job Description	Director_of_Research__Data__and_Accountability_(1).pdf	Director of Research, Data and Accountability
▣ Approval of Job Description	Director_of_Communications__Family_Engagement.pdf	Director of Communications & Family Engagement



# Arlington Public Schools

Education That Empowers

*The vision of the Arlington Public Schools is to be an equitable educational community where all learners feel a sense of belonging, experience growth and joy, and are empowered to shape their own futures and contribute to a better world.*

## **ARLINGTON PUBLIC SCHOOLS** **Arlington, MA 02476** **JOB DESCRIPTION**

**POSITION:**                    **Director of Research, Data, and Accountability**

**JOB GOALS:** The Director of Research, Data, and Accountability is responsible for the coordination of research-based practice, data-informed planning, and student assessments district wide. The director supports the use of data across schools and teams stemming from assessments, our Student Information System (PowerSchool), and other sources of academic, instructional, and culture and climate data.

### **MINIMUM QUALIFICATIONS:**

1. Master's degree in data, assessment, mathematics, or related field;
2. Experience with and knowledge of research on equity and inclusion in education;
3. 5 years of teaching experience preferred; and
4. 5 years of administrative experience preferred.

### **KNOWLEDGE AND SKILLS:**

5. Demonstrated proficiency with data analysis and visualization;
6. Demonstrated ability to lead adult learning about use of various types of data to inform practice;
7. Experience with multiple types of databases, including student information systems and digital assessment platforms;
8. Experience with and graduate-level coursework in educational assessment and the use of multiple types of qualitative and quantitative data to inform instructional practice;
9. Demonstrated leadership ability in using educational data to make informed decisions and to inform classroom- and/or systems-level decision-making;
10. Deep knowledge of and educational background in evidence-based curriculum, instruction and assessment theory and practices, and methods for facilitating adult learning;
11. Excellent organizational and communication skills;
12. Demonstrated ability to work in a collaborative setting with staff members across schools and departments.



# Arlington Public Schools

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## **PERFORMANCE RESPONSIBILITIES:**

1. Work with the Superintendent and Deputy Superintendent to support data-informed practice across APS aligned with the APS Strategic Plan by creating public-facing data dashboards to track progress on district-wide priorities.
2. Coordinate student assessments in conjunction with Curriculum Directors and Building Principals to include analyses of assessment results.
3. In collaboration with the Deputy and Assistant Superintendents, Directors, and Principals, study and implement data inquiry practices to promote excellence in all schools, and suggest strategies to address achievement and opportunity gaps at individual schools and across departments.
4. Work with administrators across the district to improve use of data to inform teaching and learning, collaboration, professional development, and implementation of assessments.
5. Coordinate the district-level administration of all next-generation MCAS testing, as well as organizing, planning for, and communicating about additional standardized assessments in the District. Work with the Deputy Superintendent and Principals to coordinate the distribution and interpretation of MCAS results.
6. Manage APS academic and culture-and-climate data reporting tools and visualization platforms, including working with third-party vendors and internal stakeholders.
7. Work closely with the Data Services Manager in using PowerSchool SIS for developing useful reports, disseminating reports, running queries, and supporting users' development of data literacy skills. Model best practices in the use of these tools for other staff members.
8. Attend training and conferences as required to fully perform duties.
9. Other related duties as assigned by Superintendent and/or Deputy Superintendent.

**TERMS OF EMPLOYMENT:** Full year Position.

**REPORTS TO:** Deputy Superintendent of Teaching and Learning (primary), Director of DEIBJ (secondary).

**SALARY RANGE:** \$100,000-\$130,000

**EVALUATION:** Performance of this job will be evaluated by the Deputy Superintendent of Teaching and Learning in partnership with the Director of Diversity, Equity, Inclusion, Belonging, and Justice (DEIBJ).

*The Arlington Public Schools are committed to creating an inclusive and safe learning and working environment that reflects a diversity of perspectives, values, and experiences. We welcome staff who are aware of the role that bias and prejudice play in society, are creative and willing to try new approaches, and are reflective about their daily practice. We are looking for candidates who welcome a challenge, are eager to collaborate and contribute to the success of students, are ready to engage in two-way partnership with families, and who will contribute their diverse talents to the organization as a whole.*



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*The vision of the Arlington Public Schools is to be an equitable educational community where all learners feel a sense of belonging, experience growth and joy, and are empowered to shape their own futures and contribute to a better world.*

## **ARLINGTON PUBLIC SCHOOLS**

**Arlington, MA 02476**

### **JOB DESCRIPTION**

#### **POSITION: Director of Communications and Family Engagement**

**JOB GOALS:** The Director of Communications and Family Engagement will be responsible for developing and supporting district-based family and community engagement systems and activities that create strong partnerships in support of teaching, learning, and student achievement. The Director will oversee all aspects of district-level communications, registration, and enrollment, and will provide support and work collaboratively with Arlington Public Schools staff to create a welcoming environment that values families as full partners in the education of their children.

#### **MINIMUM QUALIFICATIONS:**

1. Master's Degree in Education or related field;
2. Minimum of 5 years of experience in public school teaching and/or administration;
3. DESE administrator licensure or ability to attain licensure preferred; and
4. Bi- or multi-lingual preferred.

#### **KNOWLEDGE AND SKILLS:**

1. Familiarity with Student Information Management Systems (SIMs).
2. Experience working with culturally diverse students and families.
3. Proven leadership and success in community outreach and family engagement.
4. Exceptional interpersonal and written communication skills.
5. Experience working with families, implementing family programming, and engaging in community outreach efforts.
6. Demonstrated ability to develop leadership skills in others.
7. Demonstrated ability to work independently, collaboratively, and also as a self-starter.
8. Demonstrated ability to be flexible and deliver results as a member of multiple teams.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Support the overall internal and external communication functions of the district. This includes working closely with the Superintendent and collaborating with district and Town leadership to develop and disseminate communications.
2. Develop and manage a communications plan and associated communications procedures, crisis and ad hoc communications needed by the Superintendent, and communications materials to advertise special initiatives and events.





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3. Oversee and coordinate the startup and operation of an APS Family Welcome Center.
4. Implement strategies to support teachers, school leaders, and other school staff in establishing connections and deepening partnerships with families.
5. Supervise the registration team and the initial stages of registration and enrollment for all students in APS. Support school-based teams to respond to the inquiries of incoming families in a culturally responsive and timely manner.
6. Enhance family voice, leadership, and opportunities for partnership and feedback. Support teachers and other school staff to understand family and community context in order to provide necessary resources.
7. Oversee and implement all aspects of district translation and interpretation to support communication with families whose first/home language is not English.
8. Assist designated groups of families in need of support through light case management, referrals, and liaison work with APS staff and community agencies.
9. Collaborate with the Department of English Learner Education (ELE) to establish an English Learner Parent Advisory Council (ELPAC).
10. In partnership with building and curriculum leaders, organize and/or facilitate educational workshops and other learning opportunities for families on different subjects of interest and relevance to families and the community.
11. Implement and strengthen a robust system for regular communications with families, particularly related to navigating the school system, district policies and procedures, events, and opportunities for family involvement.
12. In partnership with Information Technology, oversee content on APS District Website for relevance and ease of use, and recommend necessary improvements to appropriate district staff.
13. Work collaboratively with school PTOs.
14. Develop and manage key community partnerships that support family engagement and support district-wide collaborations and initiatives to improve family engagement.

**TERMS OF EMPLOYMENT:** Full year Position.

**REPORTS TO:** Superintendent of Schools

**SALARY RANGE:** \$100,000-\$130,000

**EVALUATION:** Performance of this job will be evaluated by the Deputy Superintendent of Teaching and Learning in partnership with the Director of Diversity, Equity, Inclusion, Belonging, and Justice (DEIBJ).

*The Arlington Public Schools are committed to creating an inclusive and safe learning and working environment that reflects a diversity of perspectives, values, and experiences. We welcome staff who are aware of the role that bias and prejudice play in society, are creative and willing to try new approaches, and are reflective about their daily practice. We are looking for candidates who welcome a challenge, are eager to collaborate and contribute to the success of students, are ready to engage in two-way partnership with families, and who will contribute their diverse talents to the organization as a whole.*



## **Town of Arlington, Massachusetts**

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**Adjournment (J. Morgan)**



## **Town of Arlington, Massachusetts**

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**Submitted by Jane Morgan, Chair**